

LP # _____

(7/2009)

**CITY OF GLOUCESTER, CONSERVATION COMMISSION
LETTER PERMIT APPLICATION**

Applicant: _____ Owner: _____

Project Address: _____ Map: _____, Lot: _____ Wetlands Base Map:40 _____

For a proposed Project to be eligible to file for a Letter Permit, you must verify that it meets the following conditions:

- ☐ There is no excavation
- ☐ No fill will be added to the site
- ☐ All proposed work is more than 50 feet from a resource area. The Conservation agent must verify this with a site walk.
- ☐ There will be no increase in impervious surface.
- ☐ There will be no removal of native vegetation.
- ☐ There will be no potential impact to a resource area.

Your request for a letter permit must contain all information necessary to show the project will not have any adverse impact (similar to the Request for Determination application). A letter permit application must contain the following information; have a scheduled site walk, and a **fee of \$40.00 payable to the City of Gloucester. After the fact fee is \$80.00** To schedule a site walk call Lisa Press at 978-281-9781 or email at lpress@gloucester-ma.gov .

1. **Site Plan** requirements - Plans may be hand drawn on an existing engineering drawing or assessors plan are fine as long as site and work details are accurate
 - ☐ Drawn to scale and shows the entire lot
 - ☐ Location and type of resource area(s) on subject property and or abutting property.
 - ☐ All structures existing and proposed
 - ☐ Distance from construction zone to the resource area(s)
 - ☐ Parking for vehicles involved in construction and any areas that must be traveled on
 - ☐ Location of dumpsters for debris
 - ☐ Location of material or debris stockpiles
 - ☐ Existing conditions of ground surfaces (i.e. is this a paved parking lot or grassy yard?)
 - ☐ Features such as walls or fences
 - ☐ Erosion control if necessary
 - ☐ Plan must be signed and dated by the applicant
 - ☐ All resources within 100 feet of the property are depicted clearly. (Perennial stream = 200 feet [accurate distances and dimensions to all resources within 200' must be shown or stated clearly], ACEC =300 feet).
 - ☐ Critical topographic details such as estimated degree and direction of slope, type and amount of vegetative cover, existence of pavement or lawn or other surface type must be indicated on the plan for review purposes.
2. A **Construction Sequence Narrative**, with a minimum of the following information.
 - ☐ A step by step narrative of how the project will proceed
 - ☐ Explanation of whether the work will be done by hand, equipment or heavy machinery
 - ☐ Explanation of what will be done with excavated soils (i.e. taken off-site or stabilized with loam and seed)
 - ☐ Approximately how long the project will take
3. **Other Requirements**
 - ☐ Proof of ownership and/or signature of all owners, or proof of certified mailing notification to all owners must be submitted with any letter permit application.
 - ☐ Photographs must be submitted showing the work location and the surrounding area.

I certify that all details relating to project work, resource area location and buffer zone boundaries are correct and accurately depicted on the attached site plan and understand that failure to provide accurate information will result in this permit being revoked and possible enforcement action.

The Conservation Agent and Commission will review the submitted information at the next commission meeting and a written response will be given. If a letter permit is granted, it is valid for one year from the date of issuance. Any changes to approved projects must be presented to the Conservation Agent for another review to ensure no resources will be impacted.

Signature of applicant: _____ Date: _____

Signature of owner if different: _____

Print Name: _____ Phone # _____

Email address: _____